



## Deputy Warden of Programs, NC Jail

### **Amenities:**

The County of Northumberland offers a full benefits package including health insurance, prescription, vision, dental, vacation, holiday, sick, personal time, and retirement.

### **Position Summary:**

Knowledge of the Pennsylvania Prison Policy and procedures; Knowledge of PREA policy and standards; knowledge of the PA Department of Corrections minimum standards and operation procedures for county prison title 37; knowledge of American Correctional Association standards; knowledge of the Pennsylvania principles of the criminal justice system; knowledge of inmates right and due process; knowledge of modalities of treatment. Skill in computer and data entry; knowledge of Microsoft Office, skill in organization and public relations; skill in time management and independent working; skill in interpersonal communication; Ability to direct, motivate, supervise and fairly evaluate subordinate employees, ability to communicate effectively verbally and in writing; ability to comprehend and apply concepts for enhancement and efficiency of department and general operations; ability to establish and maintain effective working relationships with individuals, co-workers, other agencies and the public; ability to work with confidential information; ability to restrain uncooperative inmates; ability to work in a highly stressful environment; ability to counsel inmates and recognize the need for in-depth professional health care. Acting Warden when Warden is on leave.

### **What You'll Do:**

- Responsible for Employees Club, Correctional Workers Week Committee
- Labor Management liaison
- Inmate programs, food service, and religious services, health & mental health services
- Gate clearances
- Staff investigations

- Local Human Resources contact
- Re-entry services
- Community relations
- Education services & Staff Training Coordinator
- Title 37

**Job Requirements/Skills & Abilities:**

- Knowledge of the Pennsylvania Prison Policy and procedures
- Knowledge of PREA policy & standards
- Knowledge of American Correctional Association Standards

**Minimum Training & Experience:**

- Bachelor's degree in criminal justice or related field or at least five (5) years of experience in security work in a correctional institution; 3 years at the supervisory level

**Employment Category:**

- Full Time
- Exempt
- Non - Bargaining

The information contained herein is not intended to be an all-inclusive list of the duties and responsibilities of the job, nor are they intended to be an all-inclusive list of the skills and abilities required to successfully do the job.

